

STEWARDING

OUTSIDE

- When you get to the show, find me (Cindy Scott) to let me know you have arrived.
- You should be there at least 30 minutes before judging in your ring begins.
- You will have a ring assignment before you get there either by phone or email.
- Your main responsibility is to hand out armbands to the exhibitors in your ring.
- There will be a sign posted on the pole next to your ring with:
 - Times
 - Breeds
 - Numbers of the dogs entered in that particular ring.
- Tag your pages with what breeds will be shown in your ring.
- Keep all armbands in catalog order.
- The exhibitors will come to you, tell you their breed and hopefully tell you what class they are in. Sometimes they will tell you the dogs armband number. As you hand those out make sure to place a check mark by the number in the book to show that they have checked in. You will probably have to compare your book to the inside ring stewards. If they are reported absent by the exhibitor tell the inside steward their number and class and hand them the armband.

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INSIDE

- When you arrive, find me (Cindy Scott) to let me know you have arrived.
- Pick up the bag from the superintendent that contains the armbands, ribbons, judge's book, etcetera.
- Wear your steward's badge that is in the bag you get from the superintendent. If you have an outside steward, give them their badge to wear.
- Check your ring for hazards, globs of hair, or anything else that might impede judging.
- When you get to your ring, lay the ribbons out and put the judge's book on the table. If trophies are offered in a class, there should be a card stating what they are for. Place those with the coordinating ribbon that they go with.
 - Introduce yourself to the judge and ask if him/her if she wants the dogs in catalog order and how they want the dogs set up.
 - Some judges prefer to pull their own ribbons but not many of them will do that. They may give you some other instructions.
 - Judges may require a ramp or table to examine the dogs on and the superintendent should have those at ringside to move into the ring.
 - Ask your outside steward or anyone handy to help move those into the ring.

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- You will also have a steward's book, and make sure you mark placements absentees or move ups.
 - The judge may ask you to verify what you have.
 - Call out the class name that, state that it is in catalog order (or whatever the judge wants) and the numbers.
 - Call the numbers twice. If no one shows up, tell the judge or just put the armband on the judge's book.
 - **Never call out the name of the dog.** Once the judge has made their placements you should walk down the line and mark your steward's book of the placements.
 - **DO NOT call the numbers out.** If an exhibitor places, but leaves the ring before the award, tell the judge. **Do not go after them.**
- The judge is responsible for marking their book according to what armbands they see. **Do not make any changes or corrections in the judge's book.** If someone enters the ring with the wrong armband number, approach them and tell them it is incorrect.
- Late Arrivals & Handler Changes
 - **Decisions to allow latecomers into the ring must be made by the judge.** Stewards must never instruct exhibitors in this regard even if they are certain of what the judge's decision will be.

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- If the exhibitor becomes argumentative, discuss it with the judge, but not until they are finished with an individual exam and gaiting.
- Change of Handler
 - A change is permitted until all dogs have been individually gaited. However, it is up to the judge so confer with them.
- Large Classes
 - The judge may decide to split the class and temporarily excuse part of them.
 - Make note of the armband numbers of the dogs that need to come back in the ring and make sure you check them off when they do return.
 - Tell the exhibitors to stay near ringside.
- Keep your steward's book for one year.
- Pick up all ribbons and the judge's book during lunch.
 - **Don't leave anything in the ring.**
- After judging is complete in the ring you are stewarding for, return any unused ribbons, trophy cards, etcetera to the Superintendent. Make sure the judge has answered all the questions on the front of his booklet. The judge **MUST** return their judge's book to the Superintendent.

STEWARDING

Go to Winners and Reserve

**If a question arises relative to rules of which you are not familiar,
call for the Chief Ring Steward or the AKC Field Rep.**

**You may need to contact the show photographer or superintendent thru the walkie
talkies.**

WORDS OF CAUTION

You are there to help the judge and not advise.

Do not discuss dogs or exhibitors with the judge, and **NEVER** show the catalog to the judge.
You cannot steward for a judge that you may be exhibiting to in the breed ring or group.

Make sure you tell the Chief Ring Steward before the event if you are showing dogs.

This day and age there can always be a disgruntled exhibitor.

If someone in the ring complains or gets argumentative with the judge, make sure you
listen to the exchange and observe any issues there may be.

You might be asked to be a witness to behavior of the exhibitor.